



## Dept. of Public Works

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## BUILDING DIVISION

## Residential Permit Application Checklist

Check One: ☐ Paper ☐ Electronic

“As-Built” Structure? ☐ Yes ☐ No

### E-PLAN SUBMISSION:

- ☐ Plan orientation is landscape (horizontal) for reading from left to right.
- ☐ All plans to follow prescribed naming standards (see EPR Applicant User Guide).
- ☐ Each sheet to be uploaded into EPR as a separate PDF or DWF.
- ☐ Leave a 3-inch x 3-inch blank area, on all pages, in the upper right hand corner for the APPROVED – JOB SITE COPY stamp to be inserted later.
- ☐ Supporting document files will be uploaded into EPR as a multi-page file.
- ☐ Bring completed permit application and this checklist to BD office to start the permit process.
- ☐ Refer to the county website [www.kauai.gov](http://www.kauai.gov) under Licenses and Permits, Electronic Plan Review for additional information.

### APPLICABLE CODES:

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| - 2006 International Residential Code | - 2006 International Building Code |
| - 2008 National Electrical Code       | - 2006 Uniform Plumbing Code       |
| - 2012 NFPA 1 with Amendments         | - 2009 IECC (Energy Code)          |

### GENERAL: Check each box to verify requirements are met.

- ☐ A building permit application (multi-carbon) and Contractor’s Statement may be obtained at BD office with all applicable items on the forms completed. The application and Contractor’s Statement shall be signed by the permittee, his/her authorized agent, or his/her successor in interest, of which agent or successor may be required to prove such agency or successor.
- ☐ If the owner of record is not applying for permit, a letter of authorization from the owner must be submitted with the building permit application.
- ☐ Be sure to include an INDEX PAGE for easy reference.
- ☐ If the Tax Map Key (TMK) cannot be verified, the applicant must go to Real Property Assessment Division to obtain the correct TMK.
- ☐ CPR properties must have a CPR map on file with Real Property in order to process a building permit.
- ☐ ADU (Additional Dwelling Unit) permits must have an approved ADU clearance form.
- ☐ All building plans shall be designed, approved and stamped by a professional structural engineer or architect licensed and registered in the State of Hawai’i as required by Chapter 464, Hawai’i Revised Statutes.
- ☐ The completed building permit application and this checklist must be submitted for e-plan review to the BD office. Plans required to be uploaded with stamp and signature of the design professional as per HAR 16-115-8 & 9.
- ☐ The Energy Code Statement must be signed by the design professional and placed on the first page of the plans, or submitted separately in letter to the Building Official including the identification of the building.
- ☐ Any engineering packet provided must contain a current engineer signed stamp and designed criteria.
- ☐ Identify basic wind speed and exposure category for location. Wind-borne debris regions require additional opening protections.

### SITE PLAN:

- ☐ Must be legible, including North arrow and drawn to scale (i.e., 1" = 20'-0"). Provide a graphic scale for all drawings.
- ☐ Orientation of footprint matches floor plan.
- ☐ Show property line locations and existing easements with dimensions.
- ☐ Show location of proposed utilities (water, sewer, power, gas, phone, cable/broadband) with dimensions to property line and surrounding items.
- ☐ Show all adjacent street names.
- ☐ Show outline of existing and proposed structures with distances to property lines and between structures; setbacks (as determined by Planning Dept.) shall be identified with written dimensions and drawn to scale. Include any cantilevers and eaves.
- ☐ Indicate height of all structures inclusive of roof ridgelines.
- ☐ Show building and garage entrances, driveway and access from street.
- ☐ Indicate and show breakdown of building surface coverage calculations (square footage of lot, building footprint and percentage of lot coverage). Include floor area ratio (FAR). Planning Dept. determines maximum lot coverage based on zoning.
- ☐ If property is on cesspool or septic system, identify the location on the site plan. Otherwise, specify if county or private sewer system.
- ☐ Show proposed finished grade based on spot elevations.
- ☐ Show site drainage using arrows to indicate direction of flow. Show gutters w/down-spout locations if applicable.
- ☐ For additions/remodels, indicate area on footprint to be altered.

### BUILDING PLANS:

- ☐ Plans must be legible and drawn to scale (i.e., 1/4" – 1'-0"). Plans must include the following:
  - ☐ Foundation Plan showing all structural elements, including hold-down locations and type of fasteners.
  - ☐ Exterior elevations accurately representing building site and grading (1 for each side of building).
  - ☐ Typical cross sections for the living space and garage space.
  - ☐ Lateral bracing design per 2006 IRC R602.10 Wall bracing.
  - ☐ Specify Complete Load Path and Uplift Ties design with type and location of all fasteners.
  - ☐ Detailed floor plans with square footage. Include type and location of water heater (i.e., gas or electric), solar panels, and location of air conditioning/heating (if any). Indicate emergency egress windows with required dimensions and sill heights for bedrooms and basements.
  - ☐ Floor framing: all floor framing sheets, details and beams must match.
  - ☐ Roof framing showing location, spacing, and sizes of rafters and beams, required solid blocking, and header sizes for door & window locations. If using roof trusses provide stamped engineered details of all trusses to be used, including a layout indicating the placement of each truss. Include engineered drag trusses and truss bracing details. (NOTE: Engineered truss details may be submitted to BD office after permit is issued. However, truss details must be submitted for review and approval prior to calling for Load/Uplift Ties inspection.)
  - ☐ Interior elevations accurately representing Kitchen, Bathroom(s) and Laundry Area (if included in scope of work).
  - ☐ Building sections and details with window and door schedules.
  - ☐ Floor plan/reflected ceiling plan showing electrical layout.

#### **DEMOLITION:**

- ☐ A separate Demolition application must be submitted if you wish to demo prior to permit approval of the project.

#### **FLOOD FRINGE, FLOODWAY, or COASTAL HIGH HAZARD AREAS:**

- ☐ Additional information will be required for permit approval. Check with Engineering Division for further details.

#### **County Employee Participation in Plan Drafting:**

Did a County of Kauai employee participate in plan drafting?

- ☐ No
- ☐ Yes (if yes provide name and department) \_\_\_\_\_  

Name
Department

By signing I acknowledge that all information contained in this checklist is true to the best of my knowledge.

**Agent (I certify that I sign this checklist personally  
on my own behalf and as agent for the landowner.)**

**or OWNER**

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Printed Name and Relationship to Project (i.e., Agent, Contractor,  
Architect, Designer, Permit Processor, etc.)

\_\_\_\_\_  
Printed Name